

## SECTION TWO

### K mart - KRESGE - JUPITER

#### SHIPPING INSTRUCTIONS

1. Section Two is to be used in conjunction with Sections One, Three and Four of this book, and with any Route Guide provided by K mart's Transportation Department. All suppliers must follow all instructions as shown below:
  - A. **SUPPLIERS WITH "COLLECT" FREIGHT TERMS:** follow all instructions in Sections Two and Three of this book and all Route Guides (both Direct to Store and Consolidation Route Guides) governing each of your shipping points.
    - 1) If your company does not have a Route Guide for each shipping point, you must obtain the Route Guides from: Transportation Department, Routing Section, K mart Headquarters, 3100 West Big Beaver Road, Troy, Michigan 48084.
  - B. **SUPPLIERS WITH "DELIVERED" OR "PREPAID" FREIGHT TERMS:** follow all instructions in Section Two (except Paragraphs 9 and 10) and all of Section Three of this book. Refer to the Direct to Store Route Guide when selecting carriers as the utilization of these carriers will alleviate congestion at K mart facilities which will in turn speed up the process of getting your company's merchandise into the chain of sales.
  - C. **NEW STORE ORDERS:** For instructions on shipping to meet a specified Arrival Date on a New Store Purchase Order - shippers whose terms are:
    - 1) "Freight Prepaid - Direct To Store" - see Paragraphs 15, 16, 17 and 18 of this Section, as well as the Direct to Store Route Guide.
    - 2) "Freight Collect - Direct To Store" see Paragraphs 15, 16, 17 and 18 of this Section, as well as the Direct To Store Route Guide.
    - 3) "Freight Collect - Consolidation Route Guide" - see Sections 7 and 8 of the Consolidation Route Guide.
2. Orders must be filled in order of dates received.
3. Record on every carton and Bill of Lading:
  - a) Receiving store number in bold print.
  - b) Full store address including zip code (as shown in Section One of this book).
  - c) K mart buying department number.
  - d) Complete nine-digit K mart Purchase Order number or range.
  - e) Number of cartons.
  - f) Weight of shipment.
  - g) Name of shipper and point of origin including zip code.
  - h) The commodity description as per National Motor Freight Classification should be given on the Bill of Lading.
  - i) The ad date should also be identified as such and written on all cartons and labels for Check Off Sheet merchandise.
4. A packing slip, which includes all invoice information, except cost extensions, must also be attached to the outside of one of the cartons.